

.

From: Danforth, Deborah (DPH) <Deborah.Danforth@state.ma.us>
Sent: Tuesday, June 29, 2010 12:57 PM
To: Stiles, Tracy (DPH); Borne, Alan (DPH)
Cc: Hanchett, James (DPH)
Subject: Bio Link

Good Afternoon Everyone,

It was brought to my attention today that the standing order we had with Bio Link for Sheep & Horse Blood had Rabbit Blood added to it back in July 2009. There are two problems with this, the first is that Rabbit Blood was not part of the contract. When we did the RFR to get Bio Link on contract it was for Sheep & Horse Blood and there was no language in the RFR to address additional items as needed. The second issue is that I was not informed that you wanted to add this item and had I been I would have told you it could not have been done.

It was also told to me that Fern was supposed to pay for this blood yet you used our PO when the order was placed. We have now paid \$5,440 for this Sheep Blood that I don't see how we can possibly get a credit from Bio Link for. I have instructed by staff person to contact Bio Link and to have them split the last invoice. The blanket PO does not have enough money to cover this last invoice.

When a Standing order is put in you CANNOT add additional items. You can increase the quantities you need but you need to send an email to slipurchasing@massmail.state.ma.us letting us know what you have increased.

If you have any questions about this policy please do not hesitate to contact me.

Thanks Debbie